

Emergency Credentials Guide

Emergency Credentials Overview

Temporary Permits and **Endorsement Exemptions** (i.e., waivers) are emergency credentials issued on an academic year basis, from July 1—June 30, enabling districts to fill critical vacancies for which an appropriately licensed and endorsed educator could not be recruited. The following guide outlines the requirements of emergency credentials:

- **Temporary Permits** allow an unlicensed individual to serve as a teacher of record. The requirements for an individual to receive a temporary permit are outlined in State Board of Education Rule 0520-02-03-.12.
- **Endorsement Exemptions** (i.e., waivers) allow a licensed educator to teach more than two sections of one or more courses outside of their area of endorsement. The requirements for an individual to receive an endorsement exemption are outlined in State Board of Education Rule 0520-02-03-.11.

Targeted Recruitment Strategy

Districts must submit documentation of a targeted recruitment strategy for the position or shortage areas in which emergency credentials are requested (where applicable). Documentation of a recruitment strategy includes, but is not limited to:

- partnerships with educator preparation providers (EPPs) and/or recruitment at EPPs (e.g., documentation of communication about the vacancy and/or shortage areas, participation at job fairs, advertisements at the EPP; with dates of communication/engagements);
- advertisements with documented posting/publication dates (newspaper advertisements are not required); **and**
- recruitment campaigns (with documentation of campaign dates)

Permit and Endorsement Exemption Restrictions

When the position requires a separate license, not just endorsement (e.g., the Instructional Leadership License), the commissioner may not waive licensure (T.C.A. § 49-1-201).

In accordance with [Every Student Succeeds Act](#) guidelines, beginning with the 2017-18 school year, states may no longer issue emergency credentials (i.e., permits and endorsement exemptions) to educators who will teach courses that require a special education endorsement. Effective Sept. 1, 2017, all special education teachers must hold a full, valid license with the appropriate endorsement for the courses to which they will be assigned.

The following endorsements are impacted by this regulation:

Special Populations Endorsement	Endorsement Code
Integrated Early Childhood Education (Birth-K; pre-K-3)	2000 & 2001
Early Development and Learning pre-K-K	468
Special Education Comprehensive K-12	461
Special Education Early Childhood pre-K-3	459
Special Education Gifted pre-K-12	466
Special Education Hearing pre-K-12	463
Special Education Interventionist 6-12	145
Special Education Interventionist K-8	144
Special Education Vision pre-K-12	462

Emergency Credential Requirements

The subsequent tables outline requirements, validity periods, and other pertinent information for both types of emergency credentials.

Temporary Permits

	Academic Permit	Occupational Permit	Clinical Practice Permit
Allowable endorsements	Academic	Occupational	Academic
Validity Period	Date of Submission - June 30	Date of Submission - June 30	Date of Submission - June 30
Eligible for reactivation?	Yes	No	No
Maximum Allowed	3	1	1
Minimum education	Bachelor's degree	High School Diploma	Enrolled in EPP
Transaction submitted by	District	District	District
Permit Attachments Required	Recruitment documentation	Recruitment documentation; active industry certification OR notarized experience form	EPP letter/form verifying all coursework outside of clinical practice complete
EOCs?	No, unless issued one in the same endorsement area in 2021-2022	N/A; some industry certifications required for students to be able to test for certification	No, unless content assessment with passing score is on file
Prohibited subjects	<ul style="list-style-type: none"> • Special Education • Elementary Physical Education • Early Childhood (Pre-k) • EOCs • (STEM Courses are not prohibited but require a Department-approved training) 	N/A	<ul style="list-style-type: none"> • Special Education • Early Childhood (Pre-K) • Elementary Physical Education
Additional requirements	N/A	Industry Certification OR 5 years within last 10 years or 3 years within 5 years' experience	N/A

Temporary Permit Frequently Asked Questions

Can an occupational endorsement be granted on an academic permit?

Answer: No; occupational endorsements are only authorized on occupational permits.

Can PreK be taught on a temporary permit?

Answer: No; T.C.A. permits the use of temporary permits for grades K-12.

Can a permit be renewed?

Answer: No; academic permits may be **reactivated** up to two (2) times. Districts must submit a temporary permit reactivation transaction on behalf of the educator.

Endorsement Exemptions (Waivers)

	Endorsement Exemption
Allowable endorsements	Academic, Occupational
Validity Period	Date of Submission- June 30
Renewable?	Yes
Maximum Allowed	3
Minimum education	Varies; must hold valid teaching license
Transaction submitted by	District
Waiver Attachments Required	n/a
EOCs?	Yes
Prohibited subjects	Special Education
Additional requirements	n/a

Endorsement Exemptions Frequently Asked Questions

Can an occupational endorsement be granted on an academic permit?

Answer: No; occupational endorsements are only authorized on occupational permits.

Can Pre-K be taught on an endorsement exemption?

Answer: Yes; teachers who hold a valid teaching license may teach Pre-K on an endorsement exemption.

Can an endorsement exemption be renewed?

Answer: No; endorsement exemptions may be **reactivated** up to two (2) times. Districts must submit a reactivation transaction on behalf of the educator.